

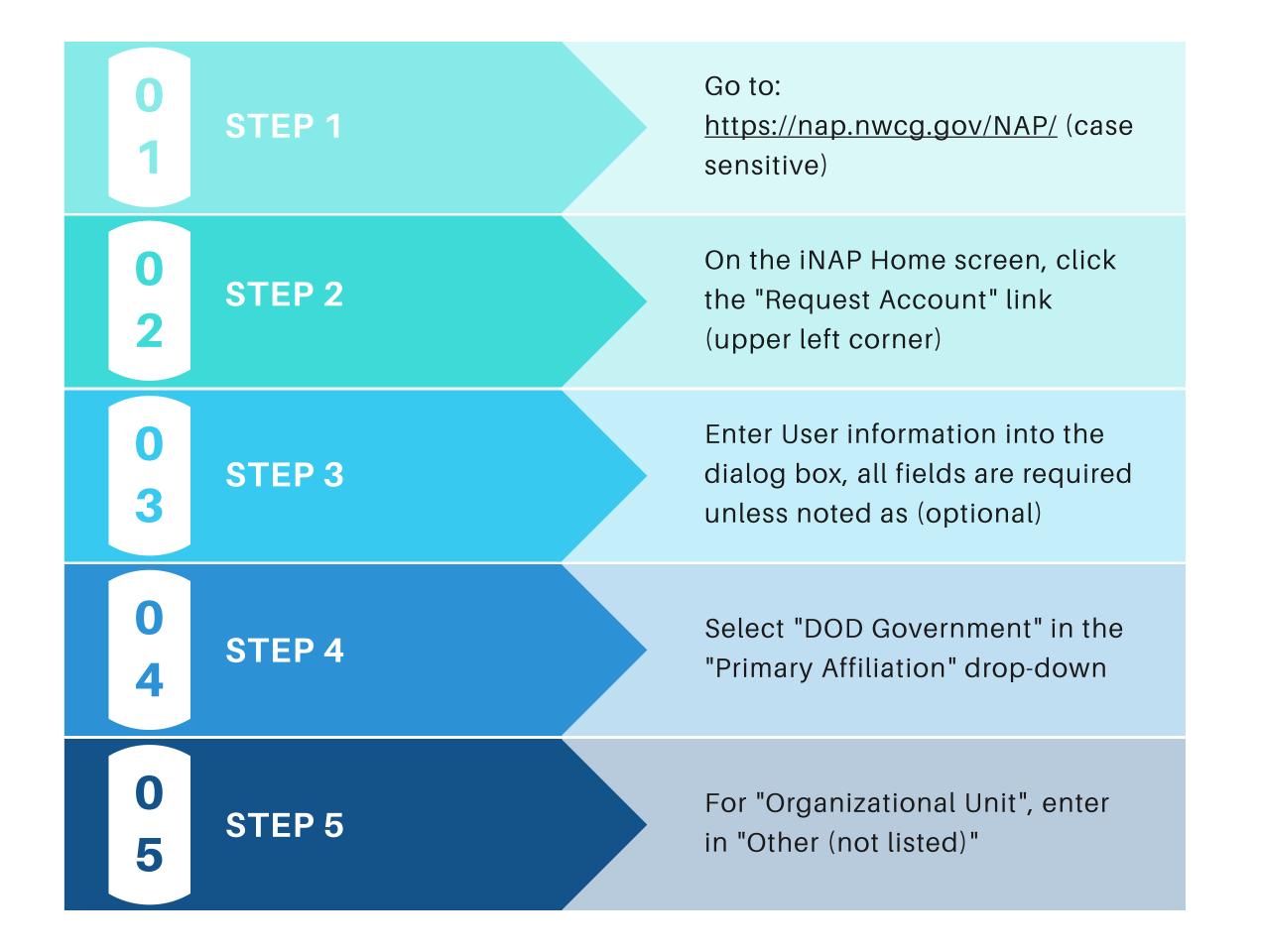
Part 1: Getting Started With ² NAP

Part 1 Of The iNAP Process



Requesting an iNAP User Account

Step-By-Step



Requesting An iNAP User Account

Step-By-Step cont...

STEP 6For other "Organizational Unit" field, type in LESO

STEP 7For "Agency", enter "Other (not listed)"

0 8 STEP 8

For "Other Agency" field, enter Your Actual Agency's Name STEP 9

Ensure name is correct in spelling as well as in the correct field. Ensure email is spelled correctly and a valid email address.

1 0

STEP 10

Select the "Next" button

Example

Steps 1-10

Request account

Enter user information —		
Please enter your full name as it appears of	on your Government ID.	
First name	Middle name (optional)	Last name
Example		Example
Job title (optional)		
E-Mail		
example@anywherpd.com		
Office number Ext (op	tional) Mobile (optiona	l) Fax (optional)
(217) 555-5555		
Primary affiliation	Organizational	unit 6
DOD Government	<u> </u>	nizations Enter the organizational unit you are employed by. You
Part-time/seasonal	may enter all or Ranger Dis	or part of the name. For example: Pacific Ranger District or Pacific
	Other (not liste	d)
	Other orga	anizational unit
	LESO	
Agency		θ
		context is a general term for agency, department, interagency,
	state, county,	city or tribe
	Other (not listed	d)
	Other age	ncy
	Example	Police Department
Next	Cancel	

Requesting An iNAP User Account

Step-By-Step cont...

STEP 11 STEP 12 Click the Instance(s) drop-"Application Access" dropdown arrow and select "LESO-

LESO FEPMIS"

Click the

down arrow and select PROD

(standard)

DO NOT Select an (Elevated) Account

STEP 13

Ensure the box next to "LESO Report Reader" is checked

STEP 14

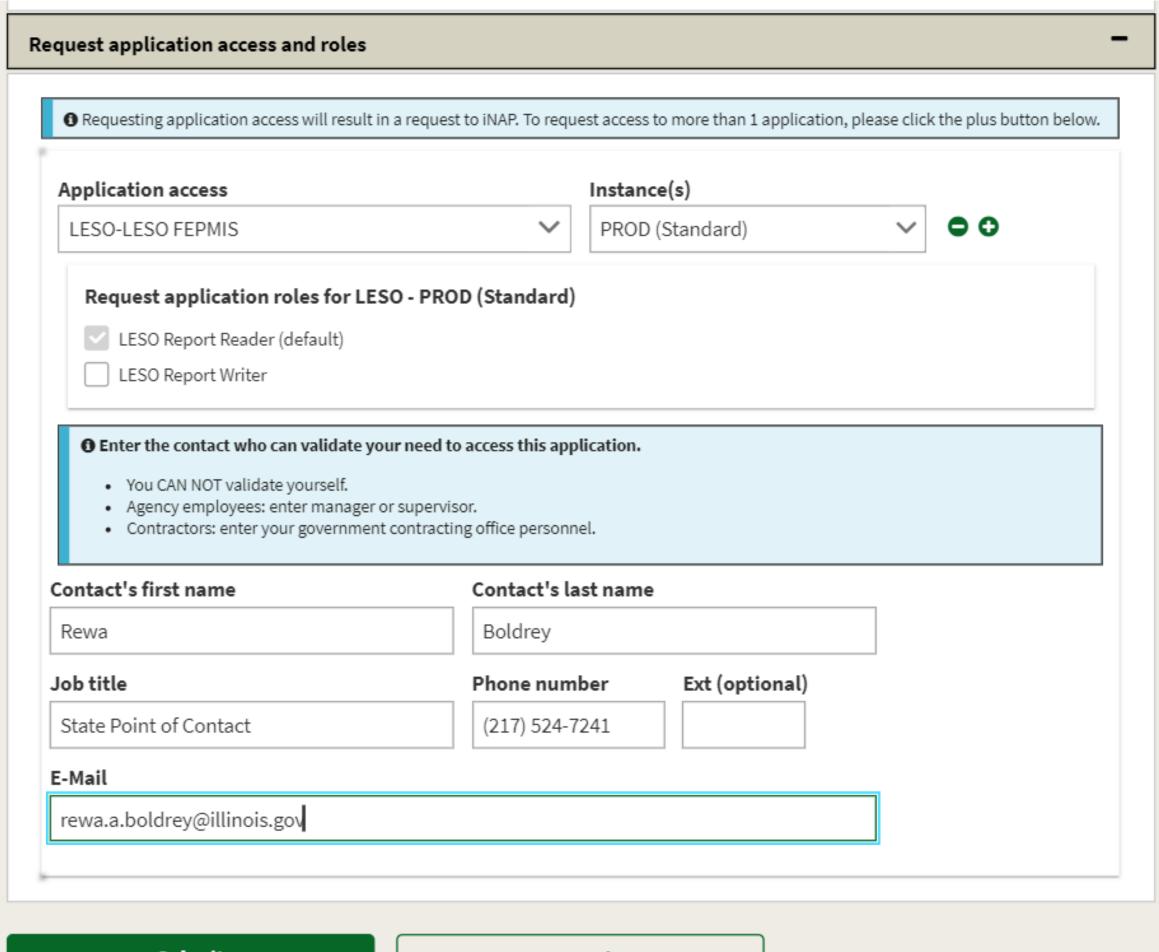
Enter your "LESO State Point of Contact" Information Rewa Boldrey 217-524-7241 rewa.a.boldrey@ illinois.gov

STEP 15

Click green "Submit Button" in the lower left. You will receive a message on the screen that your request was received, and you will receive emails after your request is processed.

Example

Steps 11-15



Submit

Cancel



The Four Emails

you receive when you are approved



Email 1

Application Access for LESO-PROD Approved



Email 2

iNAP User Account Information (Username)



Email 3

Your role request for LESO Report Reader for LESO-PROD is approved



Email 4

iNAP User AccountInformation(Temporary Password)



Go To Part 2:

Did you get your 4 emails?

Once you receive the 4 emails, go to Part 2 in order to finish up setting up your INAP account. You

must have received the 4 emails to proceed.



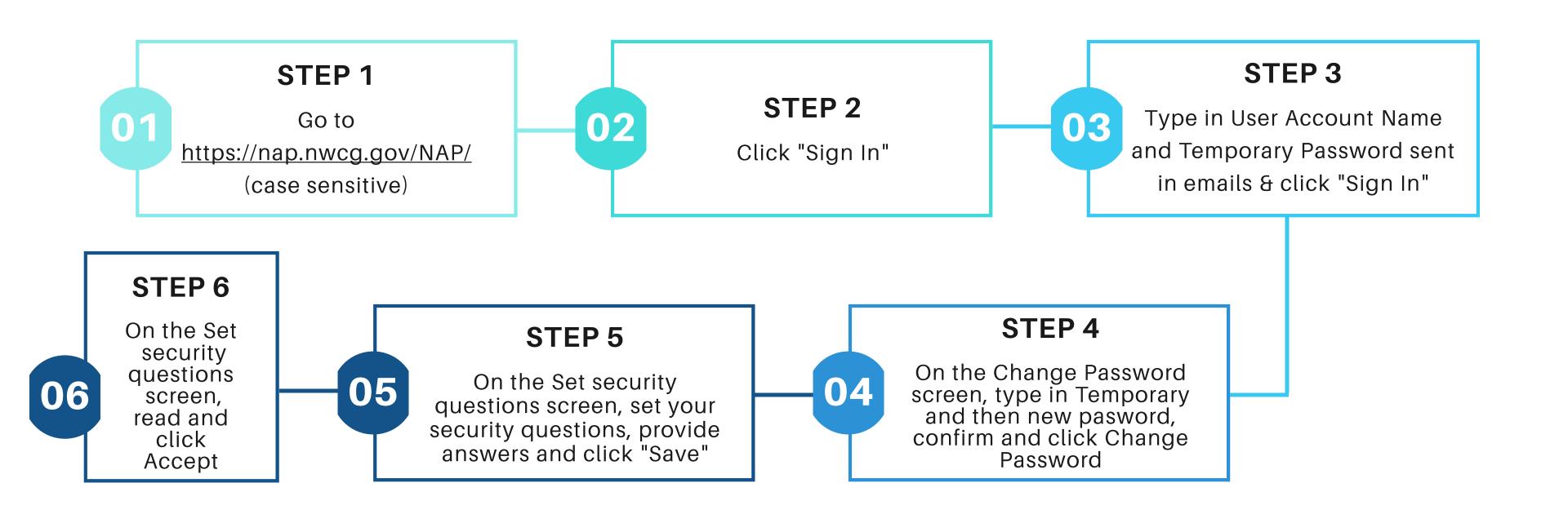
Part 2: Getting Started With in AP

Part 2 Of The iNAP Process



Completing the iNAP User Account

Step-By-Step





iNAP Home Screen Portal

Your home screen will display the iNAP portal application (LESO FEPMIS) that you have access to. This is how you will access FEPMIS from now on. Just go to https://nap.nwcg.gov/NAP/ and click "Sign In"



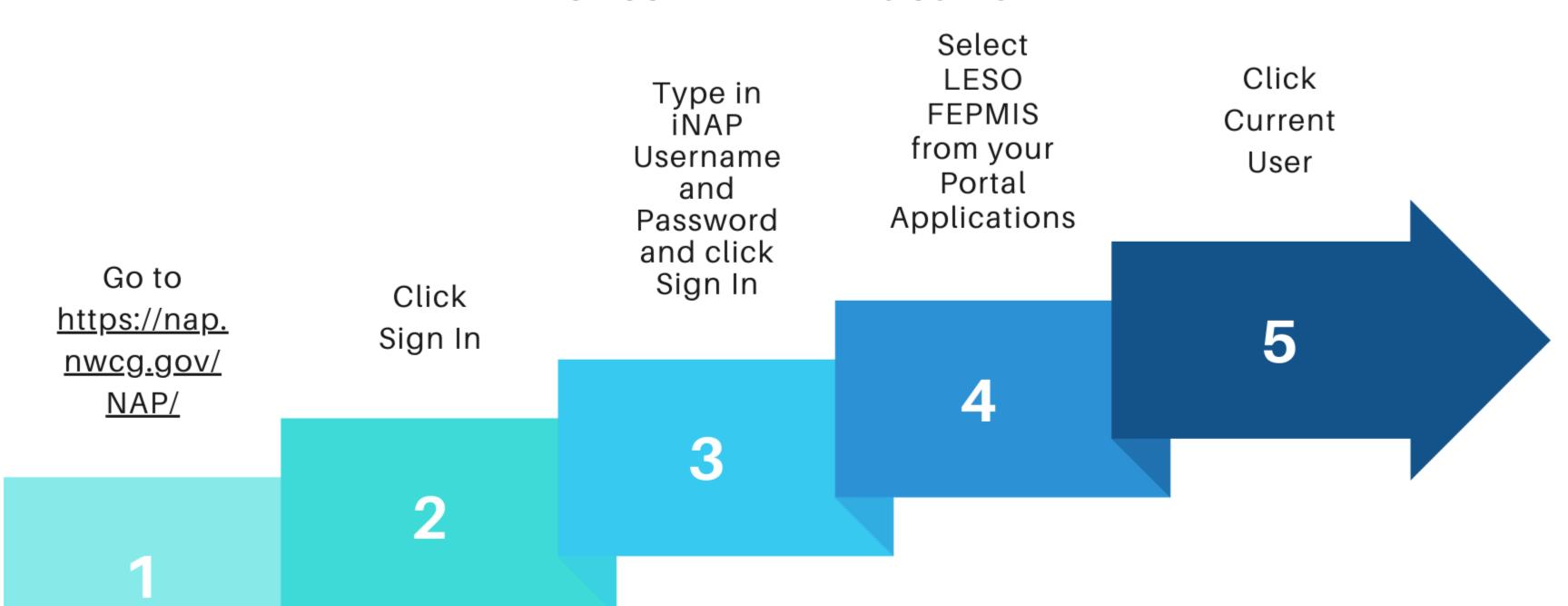
Part 3: Connecting iNAP With Existing FEPMIS Account

Part 3 Of The iNAP Process



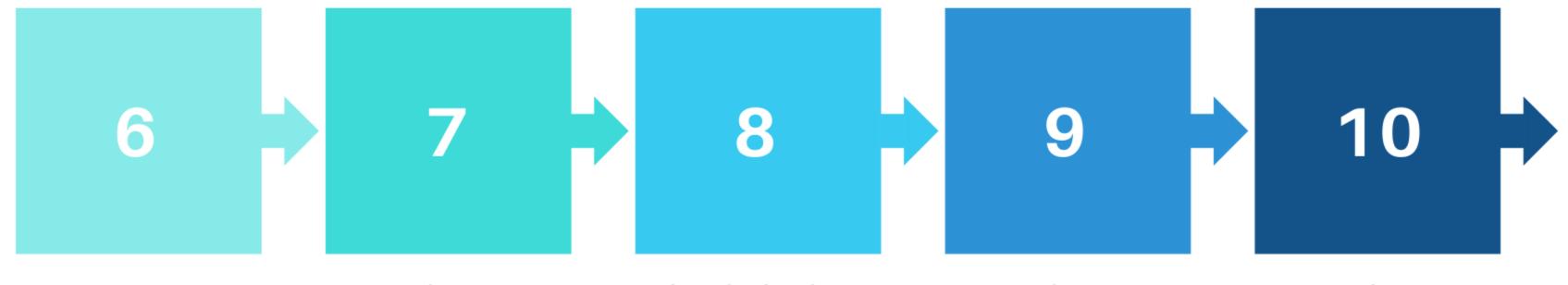
CONNECTING INAP

FOR CURRENT FEPMIS USERS



CONNECTING INAP

FOR CURRENT FEPMIS USERS

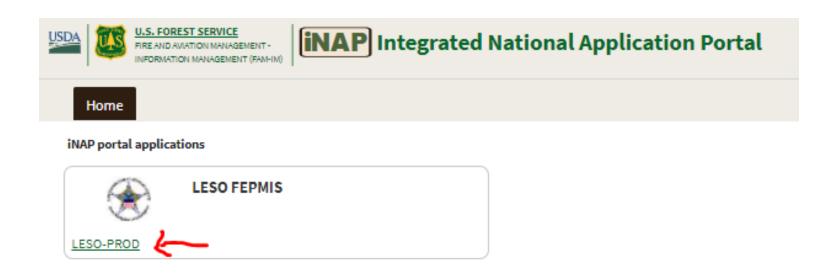


Enter your current LESO FEPMIS Username. Select Look Up. Check the box that you understand the Rules of Behavior Select Acknowledge The application will end your session and require a new login through iNAP to complete registration.

REMINDERS

Close your browser completely or you might have browser cache issues

The next time you login you should go directly into the LESO FEPMIS application





Questions?

Contact the Illinois LESO

David Rector: david.rector@illinois.gov Rewa Boldrey: rewa.a.boldrey@illinois.gov

